



U S C E N S U S B U R E A U

Helping You Make Informed Decisions

U.S. DEPARTMENT OF COMMERCE – U.S. CENSUS BUREAU PHILADELPHIA REGIONAL OFFICE

ISSUE DATE: 01/01/2013

CLOSING DATE: Open Continuously Until 12/31/2013

RECRUITING BULLETIN NO: PH-13-003

Philadelphia Regional Office

Philadelphia, PA

POSITION: FIELD REPRESENTATIVE

NUMBER OF VACANCIES: MULTIPLE

SERIES, GRADE, SALARY: GS-0303-03 \$11.95 - \$16.15 per hour
GS-0303-04 \$13.41 - \$18.12 per hour

PROMOTION POTENTIAL: GS-04

EXCEPTED SERVICE APPOINTMENT MAY BE TEMPORARY OR PERMANENT BASED ON THE WORK NEEDS OF THIS POSITION. IF HIRED ON A TEMPORARY APPOINTMENT, THIS POSITION MAY BECOME PERMANENT WITHOUT FURTHER COMPETITION.

WORK SCHEDULE: This position has a mixed-tour work schedule. A mixed-tour work schedule provides for periods of full-time, part-time, and/or intermittent work to accommodate fluctuating workloads. The candidate(s) selected for this position must sign an agreement outlining the conditions of employment prior to appointment.

AREA OF CONSIDERATION (WHO MAY APPLY): Applications will be accepted from all sources within the following counties in the Cleveland Supervisory Statistician Field Area (73):

In the state of Ohio: Allen, Ashland, Ashtabula, Athens, Auglaize, Belmont, Carroll, Columbiana, Coshocton, Crawford, Cuyahoga, Defiance, Erie, Fulton, Geauga, Guernsey, Hancock, Hardin, Harrison, Henry, Holmes, Huron, Jefferson, Lake, Lorain, Lucas, Mahoning, Marion, Medina, Monroe, Morgan, Morrow, Muskingum, Noble, Ottawa, Paulding, Perry, Portage, Putnam, Richland, Sandusky, Seneca, Shelby, Stark, Summit, Trumbull, Tuscarawas, Van Wert, Washington, Wayne, Williams, Wood, and Wyandot.

In the state of Pennsylvania: Crawford, Erie, Venango, and Warren.

RELOCATION EXPENSES WILL NOT BE PAID

DUTIES: Interviews respondents to collect survey or census data as required for current, on-going surveys, one-time surveys, and special censuses. Explains the purpose of the survey, asks questions as worded on the questionnaire or survey instrument, and enters accurate and complete information into a laptop computer or onto survey forms. Maintains personal payroll records that reflect hours worked, miles driven, and reimbursements for travel and communications claimed.

QUALIFICATIONS:

GS-03: Six months of general experience or one year above high school. General experience is progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of a Field Representative.

GS-04: One year of general experience or two years above high school. General experience is progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of a Field Representative.

You may qualify for a position based on your education, experience, or a combination of both.

EVALUATION CRITERIA: Applicants must take and pass a written basic skills test after which a mock interview and structured job interview will be administered. Eligible candidates will be certified based on the score they receive on the mock interview and structured job interview plus any veterans' preference entitlements. All resumes or applications will remain active for two years.

If interested in taking the Field Representative test, please contact Recruiting at 866-564-5420 or send an email to: Philadelphia.regional.office@census.gov

CONDITIONS OF EMPLOYMENT:

- 1) Must be willing to work days, evenings, and weekends.
- 2) Must have use of an insured automobile, valid driver's license, and private telephone line.
- 3) Must be willing to travel overnight on occasion.
- 4) Must be a U.S. citizen and 18 years of age or older.

HOW TO APPLY: Each applicant must submit a separate completed Application for Federal Employment (SF-171), Optional Application for Federal Employment (OF-612), Census Employment Inquiry (BC-170), or a resume for each grade level for which you wish to be considered. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration. These materials are available at each testing session.

- Recruiting Bulletin number, title, and lowest grade acceptable. If you do not indicate a grade level on your application, you will be considered for the lowest grade advertised.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number.
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veterans' Preference - Applicants claiming 10-point veterans' preference **MUST** submit the SF-15 Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from the Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
- Complete application package must be submitted to: U.S. Census Bureau, Philadelphia Regional Office, 833 Chestnut Street, Suite 504, Philadelphia, PA 19107. **For more information on this vacancy, call Recruiting at 215-717-1890 or 866-564-5420.**

OTHER IMPORTANT INFORMATION:

- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for federal employment and to authorize a background investigation. You will also be **REQUIRED TO SIGN AND CERTIFY THE ACCURACY OF ALL THE INFORMATION IN YOUR APPLICATION.** If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Employees who receive a Voluntary Separation Incentive Payment or “buyout” and subsequently return to a position in Federal agencies, whether by re-employment or contracts for personal services are obligated to repay the full amount of the buyout to the agency that paid it.
- Anyone appointed from this announcement may be required to serve a one-year trial period.
- Disabled veterans or any other applicants eligible for non-competitive appointments, should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling the Philadelphia Regional Office at 215-717-1810.

THIS AGENCY PROVIDES REASONABLE ACCOMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISION ON GRANTING REASONABLE ACCOMODATION WILL BE ON A CASE-BY-CASE BASIS.

THE CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NONMERIT FACTOR.

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